



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Selection of Consultant to Prepare a Parks and Recreation Comprehensive Master Plan and Appointment of a Citizens' Review Master Plan Committee

MEETING DATE: May 20, 1992

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council authorize the City Manager to execute an agreement with the firm of JC Draggoo & Associates for the preparation of the Parks, Recreation and Open Space Master Plan, appoint a Master Plan Review Committee, and appropriate \$66,000 for the study.

BACKGROUND INFORMATION: As part of the General Plan and Development Impact Mitigation Fee study, the City established a parks and recreation facility standard (and corresponding impact fee) based on matching existing facilities. The #1 implementation program item under the Parks, Recreation and Open Space element of the General Plan was the preparation of the Master Plan. The location and size of future parks was only roughly indicated on a map contained in the fee study. Other facilities, mainly community recreation buildings, were unspecified. The estimated cost of consulting services for the plan was included in the impact fee program (\$50,000 in 1990 dollars).

Selection Process

In 1991, after the adoption of the General Plan, the Parks and Recreation Department started on the plan. Recognizing that this significant effort would require outside help, the department contacted consultants and other cities that recently had Master Plans prepared. We received examples of "Requests for Proposals" (RFP), Master Plans and general comments on the process. Over thirty letters were sent to consultants asking for comments and interest. Based on that input, an RFP was developed which was mailed to nine firms. A copy of the RFP was provided to the City Council at its March 18 meeting. The RFP included a requirement for attendance at a pre-proposal meeting in December which seven firms attended. Proposals were received from five firms on January 17, 1992. The proposals were reviewed by a committee consisting of two members of the Parks and Recreation Commission, the Parks and Recreation Department management staff and two persons from the Public Works and Community Development departments' staff. Based on qualifications, responsiveness of the proposal and background checks with other cities, three firms were selected to make an oral presentation to the committee.

APPROVED


THOMAS A. PETERSON
City Manager

BY: 01/10/92

Selection of Consultant to Prepare a Parks and Recreation Comprehensive Master Plan
and Appointment of a Citizens' Review Master Plan Committee

May 20, 1992

Page 2

Oral presentations were made on February 14. The committee interviewed the firms of:

- ° Callander Associates from San Mateo and their three subconsultants - The Sports Management Group (recreation program); Moore, Iacofano, Goltsman (community survey, input and workshops); and Kreines & Kreines (general plan, zoning and environmental analysis).
- ° JC Draggoo & Associates from Portland
- ° Royston Hanamoto Alley & Abey from Mill Valley and their subconsultants - Moore, Iacofano, Goltsman (community input and workshops) and Walp & Moore (community survey and recreation program).

The committee recommended the firm of Callander Associates and a project budget of **\$118,000** to the City Council at its March 18 meeting. The budget amount included costs of the consultant contract, mailing and public notification, some workshop and training options offered by the consultant, and contingencies. The Council expressed concern of the cost of the study and referred the matter back to staff. The committee met again with the firms of Callander Associates and JC Draggoo & Associates. The committee reviewed the City's concerns over both the cost and quality of the study. Callander Associates was able to reduce the cost of the study by eliminating some of the options and reducing the number of consultants involved in the public input workshops. JC Draggoo & Associates, whose initial proposal was substantially lower in cost, was able to address the City's concerns over the public survey techniques and the details of the work to be done by their firm. They plan to retain a firm specializing in public opinion surveys to assist in the project. They selected the firm of Walp & Moore who can provide a high quality telephone survey with bilingual (Spanish) capability. The committee was comfortable with JC Draggoo's proposal and recommends to the City Council that they be retained for this project.

Cost

The recommended appropriation for this plan includes the following:

Consultant's services	\$56,600
Reports and graphics	included
Public notices (mailing, advertisements)	2,000
Contingencies	7,400
Total	<u>\$66,000</u>

The contingencies amount will allow for additional copies of reports or public meetings, if needed. It would also allow for changes in the public survey based on input from the review committee.

Master Plan Review Committee

All of the consultants strongly recommended that the City establish a formal review committee to work with the consultant. This committee would meet several times during the course of the study to review intermediate reports and guide future work. For example, a decision regarding the format of public input workshops is needed. Should they **be** focused on geographic subareas of the City or on specific topics such as youth and adult activities? (The basic budget provides for three such workshops and additional **ones** could **be** funded out of the contingencies.) Staff and the consultant **recomm**end that the committee consist of:

- a City Council representative
- a Planning Commission representative
- **one** or two members **of** the Parks and Recreation Commission
- a Booster of Boys and Girls Sports Organization representative
- an Adult Sports Advisory Board representative
- a representative from the Senior Citizen Commission
- a Nature Area Advisory Committee representative
- an Arts Commission representative
- a Lodi Unified School District representative
- two to four "at large" members

There should also be a staff committee to review the consultant's work and **work** with the review committee, City Parks and Recreation, Community Center, Community Development, Finance, Administration and Public Works staff should **be** included. The overall project will **be** coordinated by the Parks and Recreation Director. Staff **recomm**ends that the Council authorize the City Manager to form these committees.

FUNDING: As stated earlier, the **recomm**ended budget for this project is \$66,000. While this is a significant expenditure, in light of the overall Parks and Recreation program and the General Plan, the amount is relatively small. This plan will be the basis for over \$18 million in new parks and recreation facilities as identified in the Impact Fee study. An undertaking of this magnitude should not **be** undertaken without significant public input and careful planning. The plan will also provide operation and maintenance standards and costs which will be needed to evaluate whether or not the City can afford to **run** the new facilities.

The majority of this plan can be paid for out of the Parks and Recreation Impact Mitigation Fund. Since this is the first project for the fund (which already has a \$10,000 balance) and additional revenue will **be** coming with new development this summer, borrowing from the General Fund should be minimal. However, since some of the work will involve analysis of existing parks and their deficiencies, a portion of the funding should be from the General Fund. Based on the consultant's cost

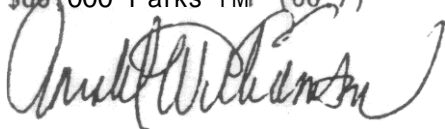
Selection of Consultant to Prepare a Parks and Recreation Comprehensive Master Plan
and Appointment of a Citizens' Review Master Plan Committee

May 20, 1992

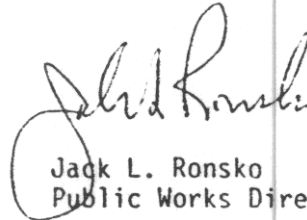
Page 4

breakdown for inventory of existing facilities and other work regarding
deficiencies, staff recommends that \$6,000 be appropriated from the Capital Outlay
Fund. The remaining \$60,000 should be appropriated from the Parks Impact Mitigation
Fee Fund.

\$ 6,000 COF (121.0)
~~\$60,000~~ Parks IMF (60.7)



Ron Williamson
Parks and Recreation Director



Jack L. Ronsko
Public Works Director

Prepared by Richard C. Prima, Jr., Assistant City Engineer

JLR/RCP/lm

CITY OF LODI
SPECIAL ALLOCATION REQUEST

TO: Finance Director

DATE: May 20, 1992

FROM: City Clerk

PROJECT NUMBER:

Request is made for funds to accomplish the following project which was not included in the current budget:

<u>Description of Project</u>	<u>Estimated Cost</u>
-------------------------------	-----------------------

Funds appropriated for agreement with the firm of JC Dragoo and Associates for the preparation of the Parks, Recreation and Open Space Master Plan

\$60,000 to be appropriated from the Parks Impact Mitigation Fee Fund

\$6,000 to be appropriated from the Capital Outlay Fund

(If you need more space, use additional sheet and attach to this form)

Date Of Approval - May 20, 1992 Amount Approved - Not to exceed 566,000

council _____XXXXX

City Manager _____

FUND OR ACCOUNT TO BE CHARGED

current Budget \$ _____ Prior Year Reserve \$ _____

contingent Fund \$ _____ General Fund Surplus \$ _____

capital Outlay Reserve \$ _____ Gas Tax Fund \$ _____

Utility Outlay Reserve \$ _____ Other (Election) \$ _____

Hotel/Motel Tax Reserve - \$ _____

General Fund Operating Reserve \$ _____

Dixon Flynn,
Finance Director

Alice M. Reimche
City Clerk

Submit this form in duplicate to the Finance Director. Distribution after approval will be as follows: 1) Originating Department 2) Finance Department

154

CC- 6
CC- 27 (C)
CC- 88

CITY OF LODI
SPECIAL ALLOCATION REQUEST

TO: Finance Director
FROM: City Clerk

DATE: May 20, 1992

PROJECT NUMBER: 121.0-760.79-323

Request is made for funds to accomplish the following project which was not included in the current budget:

Description of Project	Estimated Cost
------------------------	----------------

Funds appropriated for agreement with the firm of JC Draggoo and hssociates for the preparation of the Parks. Recreation and Open Space Master Plan

\$60,000 to be appropriated from the Parks Impact Mitigation Fee Fund
\$6,000 to be appropriated from the Capital Outlay Fund

(If you need more space, use additional sheet and attach to this form)

Date of Approval - May 20, 1992 Amount Approved - Not to exceed \$66,000

council _____XXXXX City Manager _____

FUND OR ACCOUNT TO BE CHARGED

current Budget \$ _____ Prior Year Reserve \$ _____

contingent Fund \$ _____ General Fund Surplus \$ _____

capital Outlay Reserve \$ _____ Gas Tax Fund \$ _____

Utility Outlay Reserve \$ _____ Other (Election) \$ _____

Hotel/Motel Tax Reserve - \$ _____

General Fund Operating Reserve \$ _____


Dixon Flynn,
Finance Director


Alice M. Reimche
City Clerk

Submit this form in duplicate to the Finance Director. Distribution after approval will be as followe
1) Originating Department 2) Finance Department